



**Talbot County Department of Planning and Zoning**  
**215 Bay Street, Suite 2**  
**Easton, Maryland 21601**  
**410-770-8030**

**Subdivision Final Application**  
**(Minor, Major and Small Scale)**

**Office Use Only:**

Fee Paid: \_\_\_\_\_ Application Received Date: \_\_\_\_\_ Time: \_\_\_\_\_  
T.A.C. Date: \_\_\_\_\_ Planning Commission Date: \_\_\_\_\_ C.R.M. Date: \_\_\_\_\_  
Critical Area: \_\_\_\_\_ Forest Conservation Plan: \_\_\_\_\_

**Minor Subdivision** – A subdivision that meets all of the following conditions:

- A. Proposes to create no more than three new lots; and
- B. Will result in a cumulative total of no more than three lots being divided from the original parcel; and
- C. Does not require the creation or modification of a public or private road.

**Major Subdivision** – This term includes all of the following types of subdivisions located in Tiers I, II which are served by public sewerage or III:

- A. A subdivision of four or more lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road.

**Subdivisions, Small Scale** – This term includes all of the following types of subdivisions located in Tier II which are not served by public sewerage and in Tier IV:

- A. A subdivision of four or more new parcels or lots, but no more than seven new parcels or lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots, but not more than a total of seven new parcels or lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road which creates less than eight new lots.

**Minor Subdivision:** \_\_\_\_\_ **Major Subdivision:** \_\_\_\_\_ **Small Scale Subdivision:** \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Size: \_\_\_\_\_ Zone: \_\_\_\_\_ Tier: \_\_\_\_\_

Representative: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

File Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Existing Project Road Frontage: State: \_\_\_\_\_ County: \_\_\_\_\_ Private: \_\_\_\_\_

Proposed Project Road Frontage: State: \_\_\_\_\_ County: \_\_\_\_\_ Private: \_\_\_\_\_

List Historical Significance/Impacts: \_\_\_\_\_

Within Town Growth Area: Y / N Critical Area: Y / N RDR: \_\_\_\_\_ac. Reserved Land: \_\_\_\_\_ac.

Water: Community/Individual Sewer: Community/Individual (Circle One)

Source of Electric Service: \_\_\_\_\_ Source of Telephone Service: \_\_\_\_\_

Has original parcel been subdivided since June 1989, Critical Area or August 1991, Non-Critical Area: Y / N If so, how many lots have been created: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Number of Critical Area Lots: \_\_\_\_\_

Number of Development Rights: Permitted \_\_\_\_\_ Utilized \_\_\_\_\_ Remaining \_\_\_\_\_

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**Registered Engineer or Surveyor:**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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***Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.***

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Note: Plats cannot be recorded until Final approval has been granted. Recording slip shall be provided to Planning & Permits Office within 5 days of recordation with the Clerk of the Courts Office.**



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**Subdivision Final Plan Requirements**

- \_\_\_\_\_ 1. Preliminary plan approval within past 12 months. Final plat shall be substantially consistent with the approved preliminary plat.
- \_\_\_\_\_ 2. 1//3 original application fee or based on current configuration (**Major and Small Scale Projects Only**).
- \_\_\_\_\_ 3. Ten (10) paper copies of final plat represented at a scale of not more than 100 feet per inch.
- \_\_\_\_\_ 4. Five (5) copies of all current and recorded deeds for the proposed property to be subdivided **if** the ownership or configuration of the property has changes since application for preliminary plan review.
- \_\_\_\_\_ 5. A title search prepared by a qualified professional, as determined by the Planning Director, for all Subdivisions required by the Planning Director based on the review of the deeds for the property.
- \_\_\_\_\_ 6. If the title search indicates that any of the land being subdivided is subject to historic, conservation or similar easements, copies of the easements and the boundaries of the land subject to the easements.
- \_\_\_\_\_ 7. Evidence of approval of construction plans for all proposed subdivision improvements including, but not limited to, roads, stormwater management, and sediment and erosion control.
- \_\_\_\_\_ 8. Finalized, ready for approval, public works agreements or developer agreements.
- \_\_\_\_\_ 9. Final copy of any private covenants for the subdivision.
- \_\_\_\_\_ 10. Evidence of special exception approval for riparian subdivisions to be served by a community pier.
- \_\_\_\_\_ 11. Finalized, ready for approval, reservation of development rights agreements.
- \_\_\_\_\_ 12. Evidence of approval for any permits or plans required by other county, state or federal regulations, if applicable.
- \_\_\_\_\_ 13. Written assurance that every person identified in the deeds and title search as having an interest in the property has been notified of the proposed subdivision.
- \_\_\_\_\_ 14. Itemized description of changes and/or revisions to the plat or application since previous submission.
- \_\_\_\_\_ 15. Completed checklist addressing all requirements for Final Plan submittal.

**Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Final Subdivision Submission.**

\_\_\_\_\_  
Signature of Maryland Registered  
Design Professional/Surveyor

\_\_\_\_\_  
Date



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**Subdivision Final Plan Checklist**  
**(Notations and information)**

Surveyor: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Plat reviewed by: \_\_\_\_\_

The Surveyor will review each plat submission and application for completeness and accuracy. Each item shall be reviewed and checked as follows:

- Y = Information Complete and Accurate
- N/A= Information Not Applicable
- W = Waiver of required information. Submit separate request in writing to Planning Officer.

- \_\_\_\_\_ 1. All notations and information as required for Sketch and Preliminary.
- \_\_\_\_\_ 2. Date of latest revision.
- \_\_\_\_\_ 3. Notation of any self-imposed restrictions and location of any building restrictions lines proposed to be established in this matter.
- \_\_\_\_\_ 4. All monuments erected, corners, and other points established in the field in their proper places. The material of which monuments, corners, or other points are made shall be noted at the representations thereof or by legend on the plat.
- \_\_\_\_\_ 5. As owners statement to the effect that the applicant is the owner of the property shown on the final plat and that the plan of subdivision is made with their consent and desire to the record same name.
- \_\_\_\_\_ 6. The owner statement must be signed by all owners with a separate notary signature for each owner.
- \_\_\_\_\_ 7. If the owner of land is a corporation, the title and name the representative signing the plat for the corporation shall appear on the plat.
- \_\_\_\_\_ 8. Signature and seal of the licensed land or property line surveyor responsible for the plat.
- \_\_\_\_\_ 9. Spaces of endorsement of the County Health Officer, County Engineer and County Planning Officer with appropriate signature block wording.
- \_\_\_\_\_ 10. Approved construction plans for all proposed improvements including, but not limited to roads, stormwater management plans and sediment and erosion control plans.
- \_\_\_\_\_ 11. Evidence of approval for any permits or plans required by any other County, State or Federal regulations if applicable.
- \_\_\_\_\_ 12. Written assurance by every person having a security interest in the subdivision property indicating that they endorse the subdivision.

- \_\_\_\_\_ 13. Finalized, ready for approval, subdivision improvements agreements and guarantees between the developer and the County.
- \_\_\_\_\_ 14. Final copy of any private covenants for the subdivision.
- \_\_\_\_\_ 15. Finalized, ready for approval, Reservation of Development Rights Agreements.
- \_\_\_\_\_ 16. In the event that the final ruling of the Planning Officer on a preliminary or final plat is appealed to the Board of Appeals, a notation of the Board’s action on the appeal shall be placed on the final plat with the date of the Board’s action.
- \_\_\_\_\_ 17. Topography may be removed from the final plat submission.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

**Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.**

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for final subdivision submission.**

\_\_\_\_\_  
Surveyor Signature

\_\_\_\_\_  
Date



File Number: \_\_\_\_\_

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**Adjacent Property Owner List**

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

*\*Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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**Independent Procedures Disclosure and Acknowledgement Form**

Proposed Project Name: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

**I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney/Agent's Signature

\_\_\_\_\_  
Date

File Number: \_\_\_\_\_



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## Property Directions

**Directions to the Applicant's Property. Please Print Legible.**

[illegible]

**All Structures and Additions must be staked out upon submittal.**